

Student User Profile



Environmental Learning Management System



- The **User Profile** link takes you to the first page of your profile where you will have the option to update your information on any of the three profile pages as explained in Module 1.

1 - General Information

2 - Duty Station

3 - Additional Information

Please complete the following information. When you are done, click next to continue.

Email Address

Confirm Email Address

First Name

Last Name

Send email reminder for expired courses?

☐

Next ->

Student Online Courses


Launch Online Courses



Environmental Learning Management System




- The **Online Courses** link takes you to a page where you will have the option to take all **Recommended**, **Should Have** and **Must Have** courses based on the billet you selected in your profile.

 Your Duty Station's Installation Administrator (CETEP Coordinator) determines what courses are available for your Duty Station.

- Below is the functionality for the courses page:

- Click the **legend arrow** to display the Requirement Types and Course Status progress bar.
- Use the **search feature** to search for courses.
- Click the **course arrow** to display additional information about the course.
- Click **Launch** to start the course.



 To receive notification of an expiring **online course**, check the email reminder on your user profile General Information page.

Student Online Courses

Completed Online Courses



Environmental Learning Management System



- Once you complete the course, the requirement type icon will change from white in the middle to grey in the middle indicating the course has been completed.
- Click **Print Certificate** and your certificate will open in a new window where you will have the option to print.



You can also click on the **Complete Courses** button in the navigation bar to go the **Complete Courses** page to print your course certificate.

Courses

Home > MCB Camp Pendleton > Courses

Legend

Requirement Types: ☒ Recommended ☐ Should Have ☐ Must Have

Course Status: ☐ Not Started ☐ In Progress ☒ Completed ☐ Expired

Viewing 202 of 202 total courses

All

<input checked="" type="checkbox"/> Aircraft and Helicopter Fueling and Defueling	You have completed this course Category: Environmental Training	Launch
<input checked="" type="checkbox"/> Aircraft and Helicopter Refueling		Launch
<input type="checkbox"/> Fuel Drain		Launch
<input checked="" type="checkbox"/> Aircraft Ground Support Equipment O&M		Launch



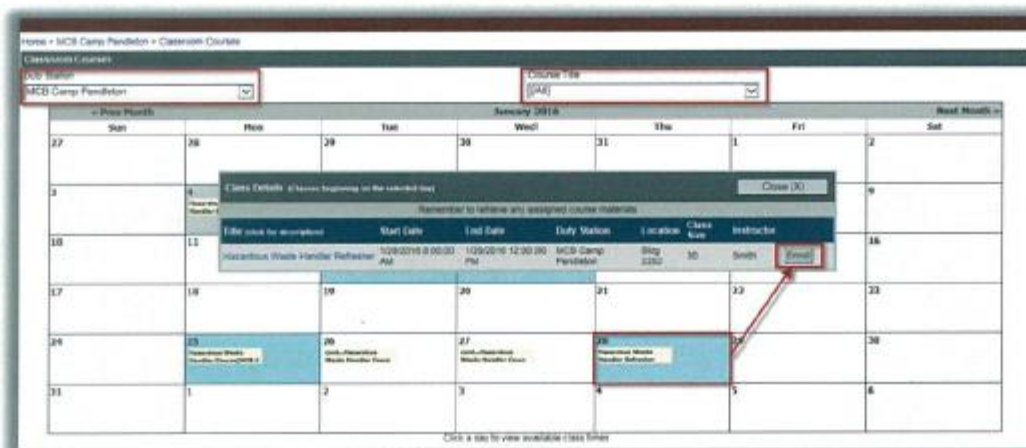
Student Classroom Courses

Select a Class

Environmental Learning Management System



- The **Classroom Courses** link takes you to a page where you will find all classroom courses available to you based on the **Duty Station**, **Billet**, or **Practices/Activities** you selected in your profile.
 - Select your **Duty Station** from the drop-down.
 - Select the **Classroom Course** title from the drop-down.
 - ✎ You can start typing the name of a class in the drop-down to be taken directly to your selection.
 - Click on the class in the calendar and the **Class Details** box will open where you will have the option to **Enroll**.
 - Click **Enroll**.



✎ To receive notification of an expiring **classroom course**, check the email reminder on your user profile General Information page.




Student Classroom Courses

Enroll In a Class

Environmental Learning Management System

Navigation bar with buttons: Home, User Profile, Online Courses, **Classroom Courses** (highlighted), Downloads, Completed Courses, My Training Plan.

- ▶ The background on the course date will change from **blue** to **green**.
- ▶ You are now enrolled in the course.
 -  You will receive an email with all classroom course and instructor information.
- ▶ Click **OK** to close the reminder to retrieve any assigned course materials.

Screenshot of the Environmental Learning Management System interface showing a calendar view for January 2016. The calendar displays dates from 27 to 31. A modal window titled "Class Details" is open, showing course information for "Hazardous Waste Handler Refresher" starting on 1/28/2016. A "Remember to retrieve any assigned course materials" message box is also visible, with an "OK" button.

Course Title: [JUL]

Classroom Courses

Duty Station: MCB Camp Pendleton

Course Title: [JUL]

Calendar View: January 2016

Class Details (Classes beginning on the selected day):

Title (click for description)	Start Date	End Date	Duty Station	Location	Class Size	Instructor
Hazardous Waste Handler Refresher	1/28/2016 8:00:00 AM	1/28/2016 12:00:00 PM	MCB Camp Pendleton	Big 2202	30	Smith

Remember to retrieve any assigned course materials

OK



Student Classroom Courses

Remove Yourself from a Class


Environmental Learning Management System

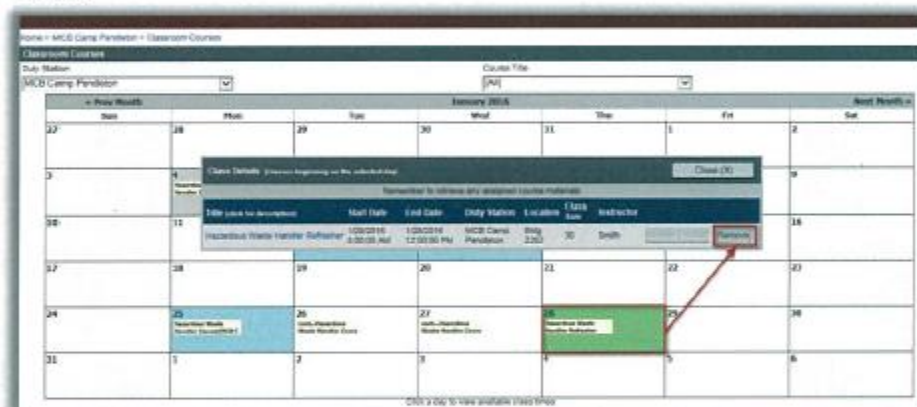


If you cannot attend, you may remove yourself from a class.

- Click on the class you want to remove yourself from and the **Class Details** box will open where you will have the option to **Remove**.

- Click **Remove**.

 You will receive an email with all class and instructor information.



- The background on the course date will change from **green** to **blue**.

- Click **Close** to close the class details box.





Student Classroom Courses

Downloads



- The **Downloads** link takes you to a page where you will find classroom and non-classroom documents available for you to download **based** on the **Duty Station, Billet** or **Practices/Activities** you selected in your profile.



You will only see Classroom Material if you are enrolled in a class.

- Click on the file name to open the document in a new window where you will have the option to save the file to your computer.

Downloads						
Home > MCB Training > Downloads						
File	Title	Description	Organization	Class	Date	Uploaded By
Local Regulations for Fertilizer_EXAMPLE For Training Class.pdf	Local Regulations for Fertilizer_EXAMPLE For Training Class	Local Regulations for Fertilizer EXAMPLE For MCB Training Classroom Class.	MCB Training	MCB Training - Grounds Keeper		Training, IA
MCB Training History_EXAMPLE For Training Class.pdf	MCB Training History_EXAMPLE For Training Class	MCB Training History EXAMPLE document for Training Class to appear on home page.	MCB Training			Training, IA
MCBTrainerInstructorCertSig.jpg	MCB Training Certificate Signature Example	Download this file before you begin Class Exercise 8. Once you download please add your Last name after the 'L'.	MCB Training			Training, IA
Local Regulations for Pesticides_EXAMPLE For Training Class.pdf	Example Classroom Class Document to be used in on-site ELMS training	Example Classroom Class Document to be used in on-site ELMS training		MCB Training - Grounds Keeper	7/13/2016	Training, IA

- There is also a **Downloads** section on the right side of your Duty Station's home page listing documents available to download.

- Click on a document name to open it in a new window where you will have the option to save the file to your computer.

Downloads:

[CG Environmental Policy Statement](#)

[Enlisted AMOS 8056 Check](#)

[OCT-MAR 2016 Training Schedule](#)

[Officer AMOS 8056 Checklist](#)

Student Classroom Courses Completed Courses




Environmental Learning Management System



- The **Completed Courses** link takes you to a page where you will find all online and classroom courses you have finished. You will find options to:
 - Print and save your transcript of all the online and classroom courses you have completed.
 - Print and save your certificate of completion for online and classroom courses you have completed.

Home > MCB Camp Pendleton > Completed Courses

1/12/2016 11:42:46 AM
[Print Transcript](#)



Name: [Redacted]
Email: [Redacted]
Duty Station: USMC()
MCB Camp Pendleton(MD3200)
1st Marine Division(1MDR)
11th Marine Regiment()
1st Battalion
11th Marines()
Alpha Battery()

Course Completions

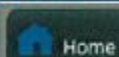
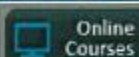
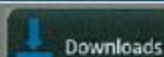
Course Name	Category	Type	Completed Date	Certificate
Environmental Coordinator's Meeting (MCB CPEN)	Environmental Practice Training	Classroom	1-12-2016	Print Certificate
Aircraft and Helicopter Fueling and Defueling	Environmental Training	Online	1-6-2016	Print Certificate



Student Classroom Courses

My Training Plan

Environmental Learning Management System

[Home](#)[User Profile](#)[Online Courses](#)[Classroom Courses](#)[Downloads](#)[Completed Courses](#)[My Training Plan](#)

Courses

- The **My Training Plan** link takes you to a page where you will find all online and classroom courses assigned to you **based** on the **Duty Station, Billet** or **Practices/Activities** you selected in your profile.
- Click on one of the links to open the **Classroom Training** or the **Online Training** courses page where you can take an online course or enroll in a classroom course.

 Courses may be Recommended, Should Have or Must Have.

Downloads

Home > MCB Camp Pendleton > My Training Plan

Classroom Training

[Click here to open the Classroom Courses page.](#)

Classroom Course Name	Must Have / Should Have	Completed?	Course Description
GIS Training	Must Have	No	Purpose: To show environmental managers how GIS works and how GIS can help their programs. Instructors: Mr. Bobby Proctor Ms. Katherine Ryan Mr. Timothy Hutzley Mr. Richard Wiley
Hazardous Material Handling Course	Must Have	No	

Online Training

[Click here to open the Online Courses page.](#)

Online Course Name	Must Have / Should Have	Completed?	Course Description
Aircraft and Helicopter Fueling and Defueling	Must Have	Yes	
Aircraft and Helicopter Refueling	Must Have	No	
Aircraft Arresting Gear	Must Have	No	
Aircraft Deicing - Ethylene Glycol	Must Have	No	
Aircraft Equipment Maintenance	Must Have	No	
Aircraft Fluid Change	Must Have	No	
Aqueous Film Forming Foam System OSM	Must Have	No	
MCB Camp Pendleton - EMS Training	Must Have	No	
Fuel Drain	Should Have	No	